## DEPARTMENT OF PUBLIC WORKS MINORITY/WOMAN/SMALL BUSINESS ENTERPRISE PROGRAM

## Form D - M/W/SBE MONTHLY REPORT

(1) Report for	tne Iv	ionth of2U (Fina	1: yes no _	)
(2)Prime Contractor/Firm				
(3)Full Address & Phone Number:				
(4)Description of work/service per	forme	d and/or material supplied		
(5) DPW Contract No. <u>C</u>		(6) Official Notice No. / Pro	oject Number	
7) Start Date:	(8) Prime Contractor's Total \$:			
(9) Completion Date:	(10)	Prime Contractor paid to date \$:		
Woman Business % Small Business % List all M/W/SBE subcontractor find/or supplier for the month. This	and and and rm(s)	d Minority Business \$ amountd Woman Business \$ amountd Small Business \$ amountutilized in connection with the above conshall be signed and returned. If this report of the signed in Form (Form E) for each sub listed.	ontract, either as	
NAME OF M/W/SBE FIRM(s) A.  LIST THEIR M/W/SBE  DESIGNATION	ND	WORK/SERVICE PERFORMED or MATERIAL SUPPLIED	AMOUNT PAID FOR THE MONTH	TOTAL \$ PAID TO DATE
TOTAL PAID TO M/W/SBE	E(s)			
I/we hereby certify that I/we have a	read th	e above and approved this information	to be precise and	confirmed.
(12) Report Prepared By:(Nar	ne)	(Title)	(Phone	e Number)
(13) Authorized Signature:		/TP'-11 \		
(Nar	ne)	(Title)		
		(14) Date		

Note: This form should be submitted no later than the 20<sup>th</sup> of every month to DEPARTMENT of PUBLIC WORKS CONTRACT ADMINISTRATION, <u>Room 506</u>, Municipal Building, 841 North Broadway, Milwaukee, WI 53202.

## **DIRECTIONS FOR M/W/SBE MONTHLY REPORT (FORM D)**

- 1. List the month and year that the report is being submitted for. Note: If this is the final report, check yes and submit Form E Subcontractor Payment Certification Form.
- Prime contractor's or firm's registered company name.
- 3. List full registered business address to include city/state, zip code and telephone number.
- 4. Brief description service performed and/or material supplied on this contract.
- 5. List the DPW Contract Number, as represented on the contract document.
- 6. List the official notice & project number as represented on the front page of the contract.
- 7. List the start date of the project.
- 8. List the total dollars awarded to the prime contractor.
- 9. List the completion date of the project.
- 10. Total dollars paid to Prime contractor to date.
- 11. List **EACH** M/W/SBE percentage **REQUIRED** on this project and each M/W/SBE dollar amount.
- 12. List the name, title and phone number of the individual who prepared the report.
- 13. Provide the authorized signature and title of the individual who approves the report.
- 14. List the date that the report is completed.

THIS REPORT IS DUE THE 20TH OF EVERY MONTH FOR THE PREVIOUS MONTH'S ACTIVITY.
FAILURE TO RETURN THIS FORM BY THE SPECIFIED TIME MAY CAUSE A DELAY IN PAYMENTS.